

EXHIBITION TIMETABLE

This is for the following sections **only**:

- IFE Manufacturing
- Ingredients

BUILD UP	HALL OPEN	SCHEDULE – Click here for the build-up vehicle procedures
Saturday 15 March	0800–2200hrs	Space Only stand construction begins. Contractors should check plumbing and electrical services have been pulled through in the correct position. Last minute instructions and orders placed with contractors to ensure delivery before open day. Construction waste must be taken away each day. Click here for our waste policy and advice.
Sunday 16 March	0800–2000hrs	Space Only stand construction continues. Shell Scheme and Pavilions are ready for exhibitors to begin interior display at 10am. Construction and Decorative waste must be taken away each day. Click here for our waste policy and advice. All stands to be complete, litter and stand construction materials to be removed from the halls by 2000hrs. There will be no access to the lorryway between 2000hrs – 2200hrs, only work inside the hall is permitted.

Work outside of these set hours is discouraged and we urge contractors to make sure that the stand can be built within these set times, with the correct number of staff. If you would like to enquire about working late, the Organisers must be informed no later than 1300hrs that day.

Please note: An hourly charge PER STAND, PER MODULE will be required to be paid onsite to cover extra costs incurred from the venue, security and for Health & Safety cover. These charges are:

From 1800 – 2000 will be **£250 + VAT PER HOUR, PER STAND, PER MODULE**

From 2000 – 2200 will be **£350 + VAT PER HOUR, PER STAND, PER MODULE**

Under **no circumstances** will work be permitted after 2200hrs on Sunday 16 March

OPEN PERIOD	HALL OPEN	OPEN HOURS
Monday 17 March	0800 – 1730hrs	1000 – 1700hrs <i>(please remember to not leave anything of value unattended, including overnight)</i>
Tuesday 18 March	0800 – 1730hrs	1000 – 1700hrs <i>(please remember to not leave anything of value unattended, including overnight)</i>
Wednesday 19 March	0800 – 2200hrs	1000 – 1600hrs <i>(please remember to not leave anything of value unattended, including overnight)</i>

BREAKDOWN	HALL OPEN	SCHEDULE
Wednesday 19 March	Until 2200hrs	Breakdown begins at approx. 1630hrs once visitors have cleared the halls. All exhibits and portable displays should be removed from the hall by 2200 hrs. All Shell Scheme stands must be cleared of exhibits, graphics, furniture and stand fitting by the time the hall closes. Please note that ONLY vehicles under 7.5 tonnes will be able to access the hall. DO NOT LEAVE ANY ITEMS IN HIRED CABINETS
Thursday 20 March	0800 – 1600hrs	Dismantling of Shell Scheme begins at 0800hrs. Hall to be completely clear by 1600hrs. <u>EXHIBITORS WILL BE CHARGED FOR ANY RUBBISH LEFT BY THEM OR THEIR CONTRACTOR</u> Please make sure your contractor has clear instructions to remove all stand construction materials (including flooring, carpet, and carpet tape). Waste must be taken away. Click here for our waste policy and advice. Should it be left a waste charge and fine will be charged to the exhibitor. Please ensure the appointed stand builder removes the stand waste to avoid these charges.

NB: IFEM is a TRADE ONLY event and persons under the age of 18 will not be admitted into the Exhibition Hall throughout the tenancy, this includes build-up, breakdown, and the open period. Please note this is a strict rule for both exhibitors and visitors.